



Vendor: Microsoft

Exam Code: 77-884

Exam Name: MOS: Microsoft Office Outlook 2010

Version: DEMO

QUESTION 1

You use Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. You compose an e-mail. The e-mail comprises some confidential information.

You want to ensure that the recipients of the e-mail see the "Please treat this as Confidential" message in the Information Bar of the e-mail.

Which of the following actions will you take to accomplish the task?

- A. Change the importance level.
- B. Assign a Flag.
- C. Use RSS Feeds.
- D. Change the sensitivity level.

Answer: D

QUESTION 2

Peter works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010 business cards to save the contact information of an identity. MS Outlook has been configured to use a POP3 account. Peter opens the contact, and he wants to send his business card to other users in such a way that only the .vcf file of the contact will be available to the recipients.

Which of the following actions will he take to accomplish the task?

- A. Send the business card in the Internet format.
- B. Send the business card in the plain-text format.
- C. Send the business card in the Business Card format.
- D. Send the business card in the PDF format.

Answer: A

QUESTION 3

David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010's business card to save contacts information. MS Outlook has been configured to use an Exchange account. He includes two business cards in an e-mail message to send the contact information about the suppliers to Mr. Thompson and Mr. Jackson. By using the business cards, David will visually communicate the corporate and personal identity of the suppliers. He sends the e-mail message. However, the recipient of the e-mails receives the cards that are only images and are non-clickable. They also receive an attached .vcf file that contains the information about the contact.

Which of the following is a cause of the issue?

- A. Recipients are using HTML text format to view the e-mail.
- B. Business Cards are added as an e-mail signature
- C. Recipients are using Outlook 2010.
- D. Recipients are using plain text format to view the e-mail.

Answer: A

QUESTION 4

Mark works as a System Analyst for Blue Well Inc. He uses Microsoft Outlook for messaging and emailing. MS Outlook has been configured to use an IMAP account. He schedules some meeting requests and events for the sales ratio project of the company. He sends the meeting requests to

the CEO and Manager of the sales department. However, the recipients are seeing his time as busy when he is free and he does not get any appointment.

Which of the following is the cause of the issue?

- A. He has made changes in the Show as time text box.
- B. He has made changes in the Availability settings.
- C. He has made changes in the Free/Busy options settings.
- D. He has made changes in the Free/Busy grid.

Answer: A

QUESTION 5

Kevin works as a Support Analyst for Soft Well Inc. He uses Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use an Exchange account. He composes a confidential e-mail message. He wants to send the e-mail message to the CEO of the company. However, he wants to ensure that the e-mail expires on June 12, 2010 after 10:00 pm.

Which of the following actions will he perform to accomplish the task?

- A. Use the Delay Delivery feature with the e-mail message.
- B. Add a flag on June 12, 2010 to the e-mail message.
- C. Configure the message options settings of the e-mail message.
- D. Change the send/receive settings of Outlook.

Answer: C

QUESTION 6

Peter works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010 business cards to save the contact information of an identity. MS Outlook has been configured to use a POP3 account.

Peter opens the contact, and he wants to send his business card to other users in such a way that only the .vcf file of the contact will be available to the recipients.

Which of the following actions will he take to accomplish the task?

- A. Send the business card in the plain-text format.
- B. Send the business card in the Internet format.
- C. Send the business card in the Business Card format.
- D. Send the business card in the PDF format.

Answer: B

QUESTION 7

Kevin works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use an IMAP account.

He creates an appointment that comprises confidential meeting information. He wants to prevent other employees from accessing the details of the appointment.

Which of the following actions will he take to accomplish the task?

- A. Open the appointment and click the Mark Complete option.
- B. Open the appointment and change the Trust Center settings.

- C. Open the appointment and click the Private option.
- D. Open the appointment and set the sensitivity level to private.

Answer: C

QUESTION 8

David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He creates a rule named "Open Program" by using the rules wizard. He opens the rules wizard to review how many rules are created. However, he see the word failed in the name of the rule instead of the name "Open Program". Which of the following is the cause of the issue?

- A. He has made changes in the rules wizard options.
- B. He creates the rule that contains the Open another program action.
- C. Microsoft Outlook modifies the exception in the rule.
- D. Microsoft Outlook was unable to successfully import the rule .

Answer: D

QUESTION 9

Mark works as a System Analyst for Blue Well Inc. He uses Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use an Exchange account. Mark sends an email message that contains some attachments about a sales meeting. However, the recipients of the e-mail message receive a Winmail.dat attachment. Which of the following is the most likely cause of this issue?

- A. The e-mail message was in HTML format.
- B. The e-mail message was in plain text format.
- C. The e-mail message was in RTF format.
- D. The e-mail message was in XPS format.

Answer: C

QUESTION 10

David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for messaging and emailing. MS Outlook has been configured to use a POP3 account. David creates a contact group named "friends" to reference all his friends with a single name. He wants to send an e-mail to all his friends with some image attachments by using the list. However, David is not be able to see the contact group in his folder. Which of the following is a cause of the issue?

- A. The contact group is saved into the Business Contacts folder.
- B. The contact group is not updated.
- C. The size of the contact group is very large.
- D. The contact group is saved into the Contacts folder.

Answer: D

QUESTION 11

You work as a System Analyst for ABC Inc. You are composing an e-mail message, which you want to send.

However, you notice that the Send button is not visible in the message window.

What is the most likely cause of the issue?

- A. A signature has been added.
- B. The e-mail account is not created.
- C. The e-mail is marked as unread.
- D. The e-mail is a junk e-mail.

Answer: B

QUESTION 12

Click the Exhibit button. You are composing an e-mail message. You attach a file to the e-mail message. After composing the e-mail, you press the Send button.

However, Outlook 2010 prompts with the error message shown in the exhibit. If you click the Yes button, Outlook will send the message.

However, recipients of the e-mail will not be able to open the attachment because it is blocked. If you click the No button, you can remove the unsafe attachment.

Which of the following is a cause of the issue?



- A. The attachment file is zipped.
- B. The attachment file is saved on MSN.
- C. The attachment file is saved with the .js extension.
- D. The size of the attachment file is very large.

Answer: C

QUESTION 13

You use Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an Exchange account. You received an e-mail message that comprises two attachments. One of the attachments is a PowerPoint presentation.

However, you are not able to preview the attachment by using the attachment previewer.

Which of the following actions will you take to resolve the issue?

- A. Change the account settings of Outlook.
- B. Use the Clean Up tool settings.
- C. Change the Auto Preview settings.
- D. Change the trust center settings of Outlook.

Answer: D

QUESTION 14

David works as a Sales Manager for White Well Inc. He uses Microsoft Outlook's Contacts to save contact information of an identity. MS Outlook has been configured to use an IMAP account. David receives a query on a product from a customer. He wants to save the contact details of the customer for future reference.

Which of the following actions will he take to accomplish the task?

- A. Right-click the name of the sender in the Information Bar > Message Options, and click the Contacts button.
- B. Right-click the name of the sender in the Information Bar > Add to Contacts.
- C. Right-click the name of the sender in the Reading Pane > Add to Contacts.
- D. Open the e-mail and click the Other Actions button on the Message tab.

Answer: C

QUESTION 15

You are composing an e-mail.

You want to add a signature to the e-mail. Subsequently, you want to add another signature to the e-mail.

However, you are not able to add multiple signatures.

Which of the following is the most likely cause of the issue?

- A. The e-mail is marked as read.
- B. The e-mail is a reply of a message.
- C. The e-mail is an outgoing message.
- D. Only one signature can be added to the e-mail.

Answer: D